



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF FUNERAL SERVICES

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Tuesday, November 17, 2015, 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	February 10, 2016

MEETING MINUTES

MEMBERS PRESENT

S. Keith Parsell, Professional Member, President
Duwayne Casini, Professional Member, Secretary
Chad Chandler, Professional Member
Bill Torbert, Professional Member
Jane Hovington, Public Member
Danna Levy, Public Member

MEMBERS ABSENT

Mary Byrd, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Kevin Maloney, Deputy Attorney General
Sheryl Paquette, Administrative Specialist III

OTHERS PRESENT

David Mangler, Director, DPR

CALL TO ORDER

Mr. Parsell called the meeting to order at 9:00 a.m.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the September 22, 2015 meeting. Mr. Chandler made a motion, seconded by Mr. Casini, to approve the minutes as written. By unanimous vote, the motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

RATIFICATION OF LICENSURE

None

REVIEW OF RESIDENT INTERN REPORTS

None

REVIEW OF APPLICATIONS FOR LICENSURE

Evans W. Smith Funeral Services, Funeral Establishment

The application was reviewed by the Board. Mr. Chandler made a motion, seconded by Mr. Torbert, to approve the Funeral Establishment application for licensure for Evans W. Smith Funeral Services. The motion passed unanimously.

Robert Wilk, Funeral Director

The application was reviewed by the Board. Mr. Chandler made a motion, seconded by Ms. Levy, to approve Mr. Wilk's application for licensure contingent on his passing the state exam. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL

Procino-Wells & Woodland, LLC

Three Phases of Estate Planning, August 12, 2015, Requesting 3.0 CEUs

The application was reviewed by the Board. Mr. Chandler made a motion, seconded by Mr. Casini, to approve the application as submitted. The motion carried unanimously.

COMPLAINT UPDATES AND CONSENT AGREEMENTS

None

HEARING OFFICER RECOMMENDATIONS

None

CONSENT AGREEMENTS

None

CORRESPONDENCE

None

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Laura Smith – Funeral Internship Question

Ms. Paquette explained to the Board that Ms. Smith recently contacted the Division to ask a question regarding her internship. Ms. Smith was a Funeral Intern from Nov. 15, 2013 until Nov. 15, 2014. When she called the Division she explained that because she failed the national Sciences test she decided not to send in her final internship quarterly and embalming reports, as well as her final letter from the person supervising her internship. She asked if she could send these reports to the Board now for review and approval. After much discussion, the Board agreed she could send them in; however, Ms. Smith cannot be licensed until she passes the national exam and then the state exam.

Outline of Approach to Rules & Regulations – Discussion about SB65

Mr. Parsell stated that the Governor had signed the Bill and requested that Board members review the Bill and look for areas that may affect the Rules & Regulations of the Board. The procedures involved for Rules & Regulations changes were discussed.

PUBLIC COMMENT

None

NEXT MEETING

The next Board meeting is scheduled for January 26, 2016 at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Casini made a motion, seconded by Ms. Levy, to adjourn the meeting at 9:35 a.m. The motion to adjourn carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sheryl Paquette". The signature is written in black ink on a white background.

Sheryl Paquette
Administrative Specialist III

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.